

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date May 25, 1985 Application Number 85-1	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Public Health Adult Health Unit - Cancer Program Room 106 - 878 Peachtree Street, N.E. Atlanta, Georgia 30309	ARCHIVES AND HISTORY Application Number <div style="font-size: 1.5em; font-weight: bold;">85-81</div> <div style="display: flex; justify-content: space-between;"> <div>Date Received JUN 10 1985</div> <div>Date Completed OCT 9 1985</div> </div>
2. Person to Contact <div style="display: flex; justify-content: space-between;"> <div> Carol Steiner Program Manager Cancer Program </div> <div> Working Title Telephone Number 894-5125 </div> </div>		
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series Earliest 7/1/84 Latest to present	5. Records Series Title (followed by title used in office, if different) Cancer Patient Applications for State Aid Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the public health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>The Adult Health Unit has the responsibility to identify and treat major chronic diseases such as: high blood pressure, diabetes, glaucoma, cancer, stroke, heart disease, and rheumatic fever; develop mass screening techniques and train district and county health staffs in these techniques; provide necessary equipment and supplies for mass screening; operate and administer a cancer control program; and contract with hospitals to provide treatment for persons who are unable to pay from their own or other resources.</p>		
7. Records Series Description. This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: evaluating applications of cancer patients in Georgia to determine eligibility for receiving State-Aid to pay for medical treatment. Included are: form 3621 (Application for State-Aid in the treatment of Cancer) which shows name, address, age, race, sex, marital status of applicant; symptoms, diagnosis, evidence of the disease and other findings concerned with the diagnosis; general condition of the patient; whether or not patient has been previously treated for cancer; if yes, name of hospital and physician; financial resources of patient; if patient is eligible for Medicare or Medicaid; signatures of applicant and Director of Family and Children Services. Also included is the unnumbered form letter used to notify the patient that he/she has been approved for treatment, and which gives an explanation as to what the approval means and instructions to the patient. The file is arranged: new approved applicants - numerically by case number; applicants approved for re-certification - alphabetically by name of clinic, thereunder numerically by case number; disapproved applicants - by month of denial, thereunder alphabetically by name; applications on which no action was taken - alphabetically by name of applicant.		
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>frequently</u> Seven to twelve months old <u>frequently</u> Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older <u>rarely</u> ?		
9. Annual Rate of Accumulation or Records Letter-size drawers <u>2</u> Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. patient name and information concerning treatment and payment
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Privacy Act of 1974 -
Public Law 93-579 - Section
552a - Records maintained
on individuals.

Needed for reference in case any questions should
arise concerning the application for State-Aid
to pay for medical treatment of cancer patients.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Beginning July 1, 1984

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulation of records for this series title.

Signature	Date	Signature	Date
DHR Office/Division - Director/Designee		DHR Records Management Supervisor	
		<i>Elizabeth W. Crank</i> ELIZABETH W. CRANK, CRM - RMA	5/15/85
DHR Section/Unit - Chief/Supervisor/Designee		DHR Records Management	
<i>Carol B. Stinner</i>	5/15/85	PAUL T. MURPHY, RMT	

STATE RECORDS COMMITTEE

Retention recommendations
in paragraph 12 are approved
- If not approved, please
attach a letter of explanation.

	Signature	Date
State Auditor/Designee	<i>Norman Stinner</i>	10/4/85
Secretary of State/Designee	<i>Edward Weed</i>	10/3/85
Attorney General/Designee	<i>Joseph H. ...</i>	10/8/85